

Program Direction enables the Office of Energy Efficiency and Renewable Energy (EERE) to maintain and support a world-class federal workforce to accomplish its mission to create and sustain American leadership in the sustainable transportation, renewable power, and energy efficiency sectors. The fiscal year (FY) 2016 Program Direction Budget Request provides necessary resources for program and project management, administrative support, contract administration, human capital management, headquarters and field site non-laboratory facilities and infrastructure, and contractor support.

What We Do

Program Direction funding consists of four main categories: Salaries and Benefits, Travel, Support Services, and Other Related Expenses.

- ✓ **Salaries and Benefits** will fund approximately 719 full-time employees (FTEs) needed to effectively execute the EERE portfolio. EERE personnel provide expertise in implementing and integrating technology programs through comprehensive program and project management, as well as technical assistance. This funding also supports business administration expertise in budget and financial management, program evaluation, procurement, contract administration, legal services, and information technology (IT) systems.
- ✓ **Travel** funds enable the proper management and oversight of federally funded projects, agreements, and grants. These activities include regular audits and onsite monitoring of both new and continuing projects and energy assistance programs. Travel also supports international activities necessary to address global climate change and supports a number of key bilateral and multilateral initiatives to further U.S. Department of Energy (DOE) goals.
- ✓ **Support Services** funding provides technical, analytical, and administrative contract support, including IT services such as automated data processing, internal and external information management, and network systems. These services increase accountability and transparency, and they enable EERE to efficiently meet its requirements for corporate-level planning, evaluation, reporting, analysis

and administrative services—including training and education.

- ✓ **Other Related Expenses** provides funds for office space at DOE headquarters and the field sites. It also supports EERE’s contribution to the Department’s Working Capital Fund (WCF) for common administrative services such as rent and building operations, telecommunications, network connectivity, supplies/equipment, printing/graphics, copying, mail, contract closeout, purchase card surveillance, and salary and benefit expenses for federal employees who administer the WCF business lines. In addition, WCF services include online training, the Corporate Human Resource Information System, payroll processing, and the Project Management Career Development Program.

Program Goals/Metrics

- EERE will focus on the results of the Federal Employee’s Viewpoint Survey (FEVS) to improve employee engagement and organizational performance. As shown by the high participation rates in the most recent FEVS, EERE staff want to be fully engaged in making EERE the best organization it can be. The FEVS scores reflect that EERE employees are highly motivated and recognize the importance of EERE’s work. The FEVS also highlights the need to improve the hiring and performance evaluation processes and creating long-term development opportunities for EERE employees.
- EERE plans to hire up to 719 FTEs, which will enable EERE to achieve operational and technical excellence by optimizing staffing and developing a performance-based culture that ensures EERE projects are properly executed with transparency, oversight, and accountability to maximize mission success.

(Dollars in Thousands)	FY 2014 Enacted	FY 2015 Enacted	FY 2016 Request
Washington Headquarters	120,797	117,886	121,182
Golden Field Office	26,770	27,919	29,307
National Energy Technology Laboratory	14,433	14,195	14,841
Total, Program Direction	162,000	160,000	165,330

FY 2016 Priorities

- **Hire staff** of up to 719 FTEs.
- **Strengthen EERE’s workforce** through training and talent management programs, including effective recruitment strategies, career and leadership development, and succession planning.
- **Support lean active project management** across EERE’s full portfolio of projects, including travel to project sites and IT systems support for project and portfolio management.
- **Maximize the efficient and effective use of available resources to accomplish EERE’s core mission.** EERE will continue to re-engineer its operations to reduce overall operational expenses and improve the delivery of EERE services to the public.



Key Accomplishments

- **EERE completed implementation of a uniform approach to active project management** across its full portfolio of projects, including the creation and enforcement of rigorous “Go/No-Go” milestones, performance of regular in-depth project site visits/reviews, and termination of under-performing projects.
- **EERE worked with the national laboratories** to refine and enhance EERE’s uniform process for planning laboratory projects and monitoring progress over time.
- **EERE partnered within DOE to consolidate support services.** The DOE Chief Information Officer assumed responsibility for providing commodity IT services, and the DOE Chief Human Capital Officer took over Human Resources functions.

